



# Employment and ACAS Awards Instruction form

\*Required fields

## APPLICANT DETAILS

Are you an existing client?\*

Yes No

Are you the solicitor/barrister or the applicant?\*

Solicitor/barrister Applicant

Is the applicant VAT registered?\*

Yes No

Title\* First name\*

Surname\*

Company

Address\*

Town / city\*

County\*

Postcode\*

Telephone\*

Mobile\*

Email address\*

DX (if applicable)

Your reference

To submit a transfer up request simply complete the following form, attach a copy of the judgment and post or email it to:

**The Sheriffs Office,**

Helix, 1st floor, Edmund Street, Liverpool, L3 9NG

**DX:** 14104 Liverpool

**E:** transferup@thesheriffsoffice.com

**T:** 0333 001 5100

**F:** 0333 003 5120

## CONTACT DETAILS

Please leave blank if same as applicant details

Title First name

Surname

Address

Town / city

County

Postcode

Telephone

Mobile

Email address

## AWARD INFORMATION

Was the award obtained by default?\*

Yes No

Settlement type\*

ACAS Settlement

Employment Tribunal award

Tribunal claim No. (Award No.)\*

Amount awarded (£)\*

"Relevant Judgment" Date\*

/ / (day/month/year)

Interest calculation date\*

/ / (day/month/year)

Interest rate (default 8%)\*



**AWARD INFORMATION CONT**

**Additional information**

**Approximately when was the award/settlement incurred\***

/ / (day/month/year)

**Have you received any payment?\***

Yes No

Payment received to date

**DETAILS AGAINST WHOM AWARD WAS MADE**

**Title\*** **First name\***

**Surname\***

**Company / Trading name**

**Telephone\***

**Tel (home)**

**Tel (mobile)**

**Tel (work)**

**Email address\***

**Is the enforcement address residential or commercial?\***

**Commercial**

**Residential**

**Enforcement address\***

(This should be either their main residence or trading address if a business)

**Town / city\***

**County\***

**Postcode\***

**DETAILS AGAINST WHOM AWARD WAS MADE CONT**

**Is there an alternative enforcement address?\***

Yes No

**Alternative address**

**Town / city**

**County**

**Postcode**

**Do you authorise us to enforce at this address?**

Yes No

**Which address should we attend first?**

**First address given**

**Alternative enforcement address**

**Vehicle registration details** (if applicable to this claim, please enter the vehicle registration details of up to two vehicles owned by the respondent (defendant))

**Car registration number 1**

**Car registration number 2**

**Do you have details of any other assets owned by the respondent?**

Yes No

If yes, please provide details



### DETAILS AGAINST WHOM AWARD WAS MADE CONT

Any additional information about the respondent

### PAYMENT

You will need to pay the £80 court fee per case instructed before enforcement can commence.

**Please indicate how you would like to pay:**

**£80 by invoice. NB: this must be paid before the enforcement can commence.** (Please provide invoice contact details below\*) **unless you have an agreed invoice arrangement with us**

**A PBA number with covering letter authorising SHCE Ltd to act on your behalf, sent to the address below. Please provide your PBA number here:**

**£80 by bank transfer to SHCE Ltd, NatWest Bank plc, sort code 60-01-04, account number 41559274.** Please ensure you use your name/company name as the reference on your payment

#### \*Invoice details

If paying by invoice, please provide details of the person to whom the invoice is to be sent

**Contact name**

**Email address**

**Telephone**

**Address** (if different to above)

**Postcode** (if different to above)

### REMITTANCE BANK DETAILS

Please provide details of the bank account into which any monies we recover through enforcement, should we be successful, are to be paid:

**Account name**

**Bank name**

**Sort code**

**Account number**

**Remittance email address**

By providing us with the bank account details above, you are authorising us to store this information on our case management system and pay any recovered funds into this account.

**Please send a copy of the judgement or order with this form**

### DECLARATION

I have read the terms and conditions, available at [thesheriffsoffice.com/terms](https://thesheriffsoffice.com/terms)

I agree to the terms and conditions and confirm that to the best of my knowledge the contents of the form are true.

Please send me your monthly newsletter, details of eBooks, webinars and events. I acknowledge that I can unsubscribe at any point by clicking on the "unsubscribe" link in the email. Please read our [privacy policy](#).

**Signature\***

**Date\***